

STEAMBOAT SPRINGS EDUCATION FUND BOARD

June 1, 2011; 5:30 pm

Human Service Center Board Room

Agenda

1. 5:30 Call to Order
2. 5:31 Public Comment

In order to assure public awareness of and involvement in the activities of the Steamboat Springs Education Fund, this portion of the Board meeting is available to the public to discuss any item related to the Fund. The maximum time allowed for the discussion of any single subject will be three minutes. If more time is required, the topic may be placed on the agenda of a future Education Fund Board meeting to allow more time.

3. 5:35 Commission Reports and Board Comments
4. 5:40 Financial Report – Linda Johnson
5. 5:50 Approval of Meeting Minutes from May 4, 2011 (Action Item)
6. 5:55 2nd Reading Grant Writer – Tech/Cap Commission (Action Item)
7. 6:05 Approval of Accounting Contract – Dean Massey (Action Item)
8. 6:10 Approval of Revision to Policies and Procedures (Action Item)
9. 6:15 Approval of Proposed 2011-2012 Calendar and Meeting Dates (Action Item)
10. 6:20 Election of Officers for 2011-2012 (Action Item)
11. 6:25 Approve Resolution 2011-001, Signatory Authority for Incoming Officers (Action Item)
12. 6:30 Approve SSEF Logo (Action Item)
13. 6:35 EFB Discussion
 - a. Core vs. Extra Programs
 - b. Commission Structure
14. 7:05 Other Business
15. 7:15 Adjourn

Supporting Documents:

Action Item Summaries
Financial Report by Linda Johnson
Minutes from May 4, 2011
Grant Writer Grant History Spreadsheet
Accounting Contract with Linda Johnson
Policies and Procedures with Proposed Revision of Section 3C and Addition of Section 12
Proposed 2011-2012 Meeting Dates
Proposed 2011-2012 Calendar
EFB and Commission Contact and Term Spreadsheet
Resolution 2011-001
Proposed SSEF logo

Next meeting August 3, 2011

Agenda Items:

Appoint Finance Subcommittee
Appoint Governance Subcommittee
Appoint Communications Subcommittee
2011 State of the Fund Report to City Council 8/2/11

Kauri

Pager

Mike

Ann - No

Kristi

Feresa

Paige

Sue

Don

Education Fund Board

Agenda Item Summary Form

Date: June 1, 2011

Item: Renewal of Accounting Contract with Linda Johnson

Board Action: Action Item
 Discussion/Direction

Request or Issue:

The Finance subcommittee has reviewed the renewal contract for accounting services with Linda Johnson. It is essentially the same contract the SSEF entered into with Linda last year. Based on the number of hours Linda spent on SSEF business during 2010-2011, the monthly rate for services has been changed to \$900/mo. in the renewal contract.

Action Requested:

Approve the renewal contract with Linda Johnson for accounting services for the 2011-2012 fiscal year at \$900/mo.

Background Information:

Last year the accounting workload was estimated to be 5-15 hours per month and valued at \$750/mo. The actual amount of time Linda spent performing accounting services was greater than what was estimated. The Finance subcommittee and Linda Johnson have agreed that a monthly compensation of \$900 is more appropriate based on revised workload estimates.

Supporting Documentation:

Contract for Accounting Services with Linda Johnson

STEAMBOAT SPRINGS EDUCATION FUND
FINANCIAL REPORT
May 27, 2011

Current Financial Position:

| | |
|---------------------------------|------------------------------|
| May 3, 2011 Cash / CD's | \$1,257,231.79 |
| Sales Tax Deposit | 275,712.56 |
| Earnings | 195.05 |
| Public Contributions | - |
| Grants Paid | (106,930.00) |
| Other Expense | (1,489.68) |
| May 27, 2011 Cash / CD's | <u>\$1,424,719.72</u> |
| | |
| Cash on hand 1 yr ago | <u>\$1,843,699.64</u> |
| Change in Past Year | <u><u>(\$418,979.92)</u></u> |

Projections for the Fiscal Year Based on Forecast:

| | |
|---|------------------------------------|
| <i>Forecasted Sales Tax Revenues Remaining FY (see next page)</i> | \$123,967.80 |
| <i>Current Cash/CD's (see above)</i> | <u>1,424,719.72</u> |
| <i>Forecasted Cash Available for Fiscal Year</i> | <u>\$1,548,687.52</u> |
| <i>Total Approved / Not Yet Incurred Grants (see below)</i> | <u>(\$965,831.29)</u> |
| <i>Forecasted Cash @ Fiscal Year End (Reserves)</i> | <u><u>\$ 582,856.23</u></u> |

If we adjust our ongoing forecast to the 6 month error rate (see page 3), then forecasted Reserves would be: **\$592,896.23**

Total Approved/Not Yet Incurred Grants:

| | |
|---|------------------------------------|
| Current Year Grant Authorization (including Admin Expenses) | \$ 2,317,883.00 |
| Current Year Grants and Admin Expenses Incurred | <u>(1,352,051.71)</u> |
| Outstanding Liabilities (accrual basis) | <u>\$ 965,831.29</u> |
| Total Approved/Not Yet Incurred Grants | <u><u>\$ 965,831.29</u></u> |

Possible Rescissions:

| | |
|--------------|------------------|
| Prior Year | None |
| Current Year | To Be Determined |

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Steamboat Springs Education Fund Board
May 4, 2011; 5:30 pm
Human Service Center Board Room

EFB Board Directors present included Kristi Brown, Don Schwartz, Dean Massey, Roger Good, Mark Andersen, Jill Boyd, Paige Boucher, Sue MacCarthy, Ann Henderson, Teresa Wright, Denise Connelly, Gena Hange and Brian Hoza (sitting in for Vance Fulton). Also present was Shalee Cunningham (SSSD Super.), Robin Crossan (SSDS School Board), Scott Mader (SR Super.), Mike Luppes (Hayden Super.), Tim Corrigan (SR School Board), Linda Johnson (EFB Accounting) and Jack Weinstein (Steamboat Pilot). Denise Brazier, Ski Town Executive Service, recorded the meeting and prepared the minutes.

Call to Order:

Kristi called the meeting to order at 5:33 pm.

Public Comment:

Greg Kammerer questioned the consideration of the EFB to fund a study regarding the consolidation of the school districts as the funding doesn't follow the guidelines and the purpose of the EFB.

Commission Reports and Board Comments:

Denise said this week has been interesting with the district school budget. Colorado ranks 49th in the nation in education funding. Great Futures Colorado is a grass roots effort for improvement and encourages everyone to go to the website @ www.greatfuturescolorado.org.

Consent Agenda:

a. Approval of Meeting Minutes from March 23rd, 2011:

b. Approval of Meeting Minutes from April 6th, 2011:

Dean said to change in the March 23rd minutes under "Commission Reports and Board Comments", paragraph 5 to "Dean said the Cap/Tech Commission believes EFB should take a hard look at the direction of funding priorities, with a particular concern regarding recurring administration and personnel costs which should be absorbed by the districts". *Roger made a motion and Don seconded to approve the the minutes of March 23rd as amended and the minutes of April 6th as presented.*

Vote: ___ 10 Yes ___ ___ 0 No ___ The motion passed unanimously.

Innovation Grant Report:

Roger believes the 1st year of the Innovation Grant was a success. There were 7 requests presented totaling \$ 90,000. Requests funded were Go Robots @ \$ 11,379, Hayden Hands-On Technology @ \$ 26,000, Springs 2011 iPad Language Acquisition Learning Lab @ \$ 7500, Kindergarten Team Integration with technology @ \$ 500 and Renewable Energy School Pilot @ \$ 4,621.00.

Discussion following regarding whether or not the Innovation Grant inhibits the use of the \$ 50,000 for a greater need and restricts the evaluation process. Comments from the board included:

- Shalee appreciates giving teachers an opportunity to think out of the box
- There are innovative ways to teach math, reading, etc.

- The grant pulled excitement and energy that would not have otherwise happened.
- Feedback from the community has been positive.
- Dean said the innovative sessions were the most rewarding since on the EFB.
- Every idea came from a person that stands in front of a classroom and all requests except 1 had a life of its own without additional funding.

Don made a motion to set aside \$ 25,000 for further innovation grants. Paige feels the budget should be reviewed first. The motion was tabled.

Financial Report:

Linda said the financial reports shows activity that took place since the March 18th statement. There was one sales tax deposit in the month of April, \$ 25,000 was paid to Partners and expenses for administration paid totaled \$ 5503.50 including \$ 2800 to Rocky Mtn. Imaging and April/May administration expenses. Forecasted sales tax revenue remaining for the year is \$ 372,589. Cash on hand is \$ 1,257,231.79 and forecasted reserves fiscal year end is \$ 555,569.50.

An additional \$ 5,000 was approved at the last meeting for administration expenses. An amount of \$ 700 is left for the next month and will review at the next meeting. The contribution from Paul Strong was recorded as contribution income.

Jill seconded Don's motion to set aside \$ 25,000 for the innovation grant. Discussion included the evaluation process and the reason the first innovation grant was out-of-cycle.

Vote: ___3 Yes (Don, Teresa, Paige)___ ___7 No___ The motion failed.

Evaluation of Accounting Contract:

Roger said when the accounting contract proposal was presented the proposal was based on assumptions that were not correct. A lot unforeseen work was involved. Linda's accounting of time spent indicates EFB has received \$ 3000 work of services not paid. Linda agreed to work for \$ 750 per month initially. Roger proposes Linda's monthly fee is raised to \$ 900.00 per month. The amount is amenable to Linda and will go into effect at the beginning of the fiscal year. Roger takes full responsibility for the estimate and bad assumptions. A new contract for Linda will be addressed at next month's EFB meeting.

Approve Destruction of Scanned Documents:

Kristi will receive the DVD that has been logged into the state archives. Two options for consideration are to place the documents on the web for \$ 25.00/mo. with the current webhost or to pay \$ 32.00/mo. for the RCI product. Roger will come up with a way to put the information on the web for little or no cost.

Ann made a motion and Roger seconded to approve destruction of the scanned documents. Discussion: Mark would prefer to see the information online before destruction. Kristi said RMI has a copy on their hard drive.

Vote: ___10 Yes___ ___0 No___ The motion passed unanimously.

District Consolidation Study Discussion:

Funding a study for district consolidation was brought to the EFB for discussion only and EFB is not advocating consolidation one way or the other. The discussion is to fund a consultant to do an analysis on consolidation to reduce costs and to improve opportunities for learning and student achievement.

Comments from the board:

- The request should come from the 3 school boards and go through a commission.

Education Fund Board Meeting

May 4, 2011

Page 2

- The request should come from the districts or from a community group.
- The community votes for the tax and funding the study is a dangerous deviation.
- Money should not be taken from the students.

The consensus of the EFB directors was to not fund a district consolidation study.

EFB Discussion:

Commission Structure: The purpose of the discussion is to talk about the benefits or disadvantages of changing the commission structure, perhaps to one commission. Comments from the directors included:

- One commission would facilitate prioritization.
- Is the amount of work too much to one commission?
- Commissions could be replaced with a committee structure.
- The commission structure involves more members of the community.
- The commission structure provides more expertise.
- Commissions could come together for the ranking process.
- The best process for fair evaluation needs to be determined.
- Skill requirements will be needed for 1 commission.
- EFB should determine which requests go to which commission for appropriate vetting.

As Kristi hears support for making a change, Kristi will contact Mike Holloran to make sure there are no legal issues. The bylaws would have to be changed. Paige and Ann will do some research and come back next month with a proposal.

Budget Cycle Calendar:

The issue discussed is whether or not the EFB budget cycle should be pushed back until after the school district's budget is determined. Shalee said staff needs to be notified of their position in a timely manner no later than June 1st. Shalee said the drop dead date to know what the EFB budget is going to be is May 15th. The change in the budget cycle will be incorporated in the rewrite of the bylaws.

Policies and Procedures:

The updated version of the policies and procedures are attached to the minutes. The only change is under 6.A. Financial Audits, the first sentence, change "A final year-end audit report..." to "A final year-end external audit report...". *Teresa made a motion and Sue seconded to approve the policies and procedures as presented with the one change as indicated.*

Vote: 10 Yes 0 No The motion passed unanimously.

Board and Commission and Slate of Officers for 2011-2012:

There are 4 openings on EFB, 2 on Cap/Tech and 4 on Ed Ex. Vacancies will be determined by what happens with the commission structure. A new EFB vice-president and secretary will be elected. Kristi and Dean will continue as President and Treasurer, respectively, through 2011-2012. A slate of officers will be included on next month's agenda for approval.

Adjourn:

A motion was made and seconded to adjourn the meeting. The Education Fund Board of Director's meeting adjourned at 7:50 pm.

GRANTS 1998-2010

| YEAR | REGIONAL | HAYDEN | SOUTH ROUTT | STEAMBOAT SPRINGS | TOTAL | GRANT WRITER |
|--|----------|---------|----------------|----------------------|-----------|-----------------|
| 98-99 | | 19,797 | 75,951 | 137,500 | 230,248 | Myers |
| 99-00 | 434,246 | 305,449 | 16,049 | 181,782 | 937,526 | Myers |
| 00-01 | - | 82,958 | 784,958 | 34,062 | 901,978 | Myers |
| 01-02 | - | 132,655 | 391,334 | 83,747 | 607,736 | Myers |
| 02-03 | - | 153,631 | 116,620 | 194,806 | 465,057 | Myers |
| 03-04 | - | 259,401 | 104,385 | 174,000 | 537,786 | Myers |
| 04-05 | | | 47,140 | 69,823 | 116,963 | Myers |
| 05-06 | 63,000 | 201,000 | 4,950 | 84,324 | 353,274 | Gariety |
| 06-07 | 2,000 | 502,400 | 80,000 | 53,500 | 637,900 | Malone |
| 07-08 | 69,514 | 130,447 | 37,000 | 1,218,971 | 1,455,932 | McBride |
| 08-09 | 503,800 | 10,000 | 20,000 | 714,965 | 1,248,765 | McBride |
| 09-10 | 387,460 | 14,986 | 40,510 | 3,539,946 | 3,982,902 | McBride |
| 10-11 ytd | 232,960 | 0 | 10,000 | 3,452,336 | 3,695,296 | McBride |
| 10-11 pending/ research & development | 66,400 | 391,966 | 391,504 | 922,500 | 1,772,370 | McBride |

Linda D. Johnson, CPA, LLC

P.O. Box 882230, Steamboat Springs, CO 80488 (970) 870-0221

ACCOUNTING ENGAGEMENT LETTER

The following details the terms of the engagement between the Steamboat Springs Education Fund (the organization) and Linda D. Johnson, CPA, LLC (Linda) in regards to accounting services. These services, which do not constitute an audit, cannot be relied upon to detect errors, irregularities or illegal acts that may exist. However, Linda will inform you of any material errors that come to her attention and any irregularities or illegal acts that come to her attention, unless they are clearly inconsequential.

For a flat monthly fee of \$900 plus reimbursement of actual expenses such as postage, copies, and pay-per-return charges for use of the tax program, Linda will perform the following specific duties:

- Process the Accounts Payable.
- Reconcile the Bank Accounts.
- Advise on the Management of the Investments.
- Prepare Monthly Financial Reports.
- Attend all Monthly and Special Board Meetings.
- Prepare Budgets and Reserve Forecasts.
- Prepare Cash Flow Forecasts.
- Prepare and File all State and Federal Filings Including Tax Returns.
- Assemble Documents for Audit Including Confirmation Letters.
- Interface with the City and School District Financial Officers.
- Receive Mail from Authorized Person.
- Update the QuickBooks data file for all financial transactions affecting the organization.
- Meet with the Treasurer and other officers as necessary outside the Board meetings to discuss financial matters.

Services provided in connection with various issues related to the financial affairs of the organization that are not extensive in nature will also be provided. If an issue arises which requires substantial services above and beyond the normal stated monthly services, then Linda will discuss this issue with the Treasurer as being outside the normal monthly contract and such services provided in connection with this issue will be provided at \$62 per hour if the issue is bookkeeping related or at \$105 per hour if the issue is tax related or at an amount agreed upon between the Treasurer and Linda. The Treasurer and Linda will sign a document agreeing to the terms of these additional services that is not considered part of the normal monthly accounting services.

Linda will not be responsible for collecting money or making deposits. If a deposit is to be made that is not the normal automatic transfer deposit of the sales tax monies into the Colorado Trust account then the Treasurer or other directed officer will make such deposit and copy Linda the

06/01/2011

documents and provide the receipt of the deposit to be recorded into the books. Linda also will not have the ability to draw on the bank accounts as signature authority will not be obtained. All checks will be prepared and presented to the Treasurer and President or other directed officers for signing and approval. Linda will be responsible for distributing the signed checks. Since Linda will not have signature authority over the bank accounts then the Treasurer or other directed officer will transfer funds from the Colorado Trust account to the operating checking account as necessary to cover expenses. Additionally the Treasurer or other directed officer will close or open certificate of deposit accounts. Linda will advise on the need for these transactions.

Should Linda not be able to attend the Board meetings due to being out of town or due to sickness for example, then notification will be given to the Treasurer. The Treasurer will be provided the financial information to be presented at the meeting. The Treasurer can direct this information to be provided to another officer or board member if necessary.

The \$900 monthly fee will be billed at the end of the month with payment expected at the following Board meeting. Any unpaid amounts after 25 days of the Board meeting will be subject to an 18% per annum late fee (1.5% per month).

This contract is for one year commencing July 1, 2011. Services provided and billed in June 2011 and paid for in July 2011 will be at the prior monthly rate of \$750. This contract overrides the previous contract that was to be in effect until August 17, 2011. By May 1, 2012 Linda will provide the Treasurer or member of the finance committee a summary of the services provided from July 1, 2011 through April 30, 2012 for review and consideration for renewing the contract for the subsequent year. If this contract is not renewed then the contract will end at 11:59 pm on June 30, 2012 with final payment of \$900 for the June services to be paid in July 2012. This contract will also terminate immediately if payment for services rendered is not made by 60 days from statement date unless other arrangements have been agreed upon and documented. If the contract is not renewed then Linda will provide services for transitioning the accounting information to the new accountant based on actual time billed at an hourly rate of \$62 per hour if such services are requested after the termination date of June 30, 2012. If such services are provided prior to the termination date of June 30, 2012 then such services will be included in the \$900 flat monthly rate.

The below listed modification to terms or additional terms are to be included as part of the engagement. These terms are to be separately agreed upon by each party and each party's initials will note their acceptance.

I have read and agree with the above terms of engaging Linda D. Johnson, CPA, LLC to provide accounting services for the Steamboat Springs Education Fund. I am authorized to engage the organization for such services.

Signed _____

Title _____

Date _____

By _____
for Linda D. Johnson, CPA, LLC

Date _____

Education Fund Board

Agenda Item Summary

Date: June 1, 2011

Item: Revision Policies and Procedures

Board Action: Action Item
 Discussion/Direction

Request or Issue:

Policies and Procedures were adopted by the Steamboat Springs Education Fund on May 4, 2011. Section 12 was not part of the adopted Policies and Procedures document at that time. Mark Anderson has prepared Section 12 to include the Governance Principles and Practices recommended by the Colorado Non-Profit Association. Section 3C has been revised to include the extension of the funding cycle to May, in line with the intention of the Board as expressed at the May board meeting.

Action Requested:

Approve the Policies and Procedures revisions as presented.

Supporting Documentation:

EFB Policies and Procedures including proposed Section 12 and revised Section 3C.

DRAFT

Education Fund Board Policies and Procedures

Approved May 5, 2011
Revised June 1, 2011

Table of Contents

1. Calendar
2. Members, Elections and Duties of Officers
3. Request for Funding Proposals
4. Budget Process
5. Third-Party Organization Proposals
6. Accountability Reporting
7. Cash Disbursement Approvals
8. Extensions and Rescissions
9. Conflict of Interest
10. Bylaws and Policies Review
11. Agendas and Notice of Meetings
12. Organizational Principals and Practices

1. Calendar

Calendar shall be attached as Addendum A to these Policies, and shall be adjusted and updated throughout the year as necessary. The Calendar should be used as a guide for setting meeting agendas.

2. Directors, Elections, and Duties of Officers

A. EFB Member Terms and Vacancies

The Board shall include 11 voting members, each for a term of two years, commencing July 1. In April of each year, the Board will identify upcoming vacancies and recruit to fill those positions. Vacancies for at large positions shall be advertised in the newspaper and posted on the EFB website. Applicants shall interview with the Board at the May meeting, and upon majority vote, be approved by the Board. The 4 non-voting school district board members will be appointed by the Boards of Education, 2 from Steamboat Springs and 1 each from Hayden and Soroco.

B. Commission Member Terms and Vacancies

Each Commission shall consist of 9 voting members serving for a term of 2 years, commencing July 1st. In April of each year the Commissions will identify upcoming vacancies and recruit to fill the positions. Vacancies shall be advertised in the newspaper and on the EFB website. Applicants to be

considered must first be recommended to the Board by a majority vote of Commission members. The Board will interview and accept new Commission members by majority vote. At the May meeting, the Board shall identify a slate of candidates for officers for the following year. (President, Vice President, Secretary, and Treasurer). Voting for officers shall take place at the June meeting, requiring majority vote for approval, and new terms shall commence July 1.

President:

1. Act as the official spokesperson for the EFB.
2. Set agendas and calendar. Call additional meetings as necessary.
3. Act as liaison between the EFB and the three school districts.
4. Proof accuracy of minutes before going to Board for approval.

Vice President:

1. Act as coordinator of any subcommittees formed by the EFB.
2. Coordinate community outreach/public relations campaign, including annual reporting and presentations to civic groups and parent/student/faculty groups.
3. Prepare Requests for Proposals (RFP).

Secretary:

1. Record minutes during any executive session.
2. Maintain a collection of Meeting Minutes, Bylaws, Articles of Incorporation, Policies and Procedures, and any other official records of the EFB, and shall have a copy of such available for reference at all meetings of the EFB.
3. Oversee the maintenance of the EFB website.
4. Oversee Board and Commission membership: vacancies/terms, recruiting, conflict of interest statements.
5. Pick up and distribute mail.

Treasurer:

1. Work with the accountant of the EFB to accurately report the budget and financials of the Fund at each meeting of the Board of Directors.
2. Provide accurate financial reports to be available for the website and for presentations of the Fund to any community groups, local news agencies, school districts, government agencies, and the like.
3. Work with the accountant to review invoices and applications for payment of gift dollars, and issue checks as appropriate.

3. Request for Funding Proposals

A. Overview

All requests for funding from the EFB are initiated through one of the two Commissions, Educational Excellence and Capital/Technology. School district administrative teams and community groups will give an overview of their goals, priorities, and requests at a joint meeting of the EFB and Commissions each January.

B. Review and Approval of Funding Requests

Each gift request shall require two readings before a quorum of the Board. Gift requests shall be presented by Board representatives of the Commission bringing forth the request, using the standard form approved by the Board, and with any supporting documentation and spokespersons. First Readings should be detailed proposals and presenters should be prepared to answer questions. Tracking performance and general accountability as to the efficacy of the program should be addressed. Any questions or requests for further information by the Board shall be recorded, and should be answered or supported at Second Readings. No voting occurs at the First Reading.

Second Readings should include answers to questions and any supporting documentation requested from the First Readings. Requests coming to a Second Reading may not be substantially changed from the original proposal in its intent and may not have increased in dollar amount. Second Readings shall occur at a separate meeting from the First Reading. If the EFB determines that there is a critical and immediate need for funding, a Second Reading and vote on funding can be done at a special meeting of the EFB.

Upon approval of Second Readings by a simple majority vote, the gift will be acknowledged in a letter to the requesting entity. The Board of Education or third-party recipient must accept or reject the gift in a response letter to the SSEF. Invoices and supporting documentation should be sent to the SSEF in December and May for payments to be made in January and June. Payments are to be made in arrears.

C. Funding Cycle

The annual funding cycle for proposals and the granting of gifts is January to May. In the event of an exceptional need, an out of cycle request will be considered on an individual basis.

4. Budget Allocation Process

According to the ballot language of Steamboat Springs Referendum 2B, approved by voters in November, 2008, "...the City authorizes the EFB to share, in its sole discretion, some portion of the ½ cent sales tax with the other school districts in Routt County in addition to the Steamboat Springs RE-2 School District."

The EFB shall annually consider the needs of the three districts, balanced with the projected revenue from the tax, to determine the allocations for each fiscal year.

At the beginning of the allocation process a projection of sales tax revenue will be made for the following year. The Education Fund Board will discuss and determine the amount of money to be held in reserve and the amount to be allocated for gifts. Projected funding of administrative costs and the Grant Writer will be subtracted from the total allocation prior to consideration of Commission requests.

5. Third-Party Organization Proposals

The 1/2 cent sales tax is intended to support K – 12 educational purposes for the students of Routt County enrolled in one of the three public school districts. Any request for funding paid to a third-party organization (any entity other than one of the three Districts) must be aligned with the educational programs of one or more of the Districts. A third-party request must show that a

demonstrated need in student achievement, support or services exists and include a viable plan to improve student learning.

6. Accountability Reporting

A. Financial Audits

A final year-end external audit report shall be prepared for the City and Taxpayers that account for all funds, and will include a copy of the electronic grant request form. The purpose of this audit is twofold. First to demonstrate that funds are being responsibly managed. Second to build a body of evidence that can be used to encourage taxpayers to renew the funding source at the end of the existing approved ballot initiative.

B. Grant Audits

Periodic and random audits of specific grants shall be done by the commissions, with a minimum of one grant per year. All grant requests over \$25,000 should have metrics to evaluate success included in the original grant request.

1. Audits should be randomly performed on any grant request over the \$25,000 level. Informal audits can be conducted on smaller grants.
2. Any program that is largely the same and is funded for 3 consecutive years should be audited in the 3rd year and every other year thereafter to determine if the intended benefit is still being obtained.
3. Audit reports will be provided in written form to the EFB prior to the annual report to the City.

7. Cash Disbursement Approvals

A. Form of Payment

All disbursements from the Fund shall be made by a check drawn on the financial institution approved by the Board and signed by two officers of the Fund.

B. Invoices

Disbursements from the Fund shall be made only in response to a formal written invoice signed and dated by the party requesting payment.

1. Disbursements for Services to the Fund. Invoices for goods and/or services provided to the Fund will ordinarily be paid on a monthly basis coordinated with the monthly meeting of the Board. Such invoices and other supporting documents must set forth, in reasonable detail, the goods and/or services which have been provided to the fund and must be received by the Board at least one week prior to the monthly meeting to be considered for payment at that meeting.
2. Disbursement of Grants Awarded by the Fund. The Fund ordinarily makes payments to Grantees on an arrears basis, up to twice each year, subject to the availability of funds. Invoices requesting such reimbursement must be prepared for each grant, setting forth the amounts being

sought for payment. Such invoices must include such backup documentation as is reasonably sufficient for the Board to determine that the funds were expended by the Grantee for the purposes set forth in the Grant as approved by the Board. Grantee's invoices must be submitted to the Board at least thirty (30) days prior to the Board meeting at which such payment is requested.

3. Review of Invoices by the Board. All invoices requesting a disbursement from the Fund must be reviewed and initialed by at least two officers of the Board prior to payment. Review shall ensure that reimbursement receipts match the grant funds approved by the Board.

8. Extensions and Rescissions

The Commissions shall report potential rescissions to the EFB in October. Requests for extensions will be presented to the EFB with any supporting information and voted on by members in November. Rescission funds pass back into the general fund of the EFB, and do not remain part of the budget at the Commission level, i.e. the Commission cannot then reallocate those funds to another project.

9. Conflicts of Interest

At the November Board and Commission orientation meeting the Conflict of Interest Disclosure Form shall be completed by each new and existing Director and Member, and filed with the secretary. Additionally, any conflict of interest shall be disclosed verbally to the Board or Commission at the time one becomes evident.

10. Bylaws and Policies Review

The Secretary shall record suggested changes to the Bylaws and Policies as suggested by Board members throughout the year. A subcommittee shall be formed in August to review the Bylaws in odd numbered years and Policies in even numbered years, presenting the suggested changes to the EFB for adoption.

11. Agendas and Notice of Meetings

A schedule of meetings for the year shall be adopted in August and posted on the website. Agendas shall be developed by the President using the Calendar as a guide, and should be distributed to the Board prior to each meeting. Public notice of meetings shall be posted at least 24 hours in advance on the EFB website, and shall be provided to each of the Administrative Offices of the three school Districts for distribution. All meetings of the Commissions and the Board are open to the public.

12. Organizational Principles and Practices

In August the Board shall appoint members to a Governance Subcommittee. The subcommittee shall review the Colorado Nonprofit Association's Principles and Practices for Nonprofit Excellence in Colorado and complete the Basic Infrastructure Checklist. The subcommittee shall utilize the services of legal counsel and the contracted accountant as necessary. A report of the subcommittee's findings shall be provided to the Board at the January meeting.

Education Fund Board

Agenda Item Summary

Date: June 1, 2011

Item: Calendar and Meeting Dates 2011-2012

Board Action: Action Item
 Discussion/Direction

Request or Issue:

Based on EFB discussions and actions several modifications to the current calendar are proposed for approval (attached).

A list of meeting dates for the 2011-2012 fiscal year are proposed for approval (attached).

Action Requested:

Approve calendar and meeting dates for 2011-2012 fiscal year.

Background Information:

The major modifications to the calendar are as follows:

Meeting (Feb) -- School Districts and community organizations deliver short presentations about grant requests to be made during the upcoming budget cycle to a joint meeting of EFB and Commission members. At the following Commission meeting, a vetting process plan is devised for each grant request.

Meeting (March) -- Tentative total grant budget and reserve are determined.

Meeting (April) -- First readings are presented to the EFB by the Commission. Only those requests that have successfully survived the vetting process undertaken by the Commission shall be presented to the EFB for 1st reading. EFB may request more information from Commission for 2nd reading.

Meeting (May) -- Second readings are presented to the EFB by the Commission. Grants are approved based on merit, priority and available funds. Budget is finalized.

Supporting Documents:

Proposed 2011-2012 Calendar

Proposed 2011-2012 Meeting Dates

**2011-2012
EFB CALENDAR**

| | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |
|--|---|--|---|---|---|--|---|---------------------------------------|--|---|---|
| Rescissions | | | EFB mtg; Comm. report possible rescissions; Comm. finalize decisions | EFB: Comm. present rescissions for vote | | | | | | | |
| Allocations of Funds for next budget year | | | | Review Budget procedure | | Discuss total budget & reserve | | Set allocations Reserve \$/Commission | | Adopt Budget | |
| Funding Requests | Commissions request accountability info from Districts & community groups for Dec. presentation | Plan Workshop w/Districts | Workshop w/Districts | | Commissions deliver accountability reports to Board | | Admin. Team & comm. groups present requests to joint mtg. RFF forms due. | | Commissions present 1st Readings | Commissions present 2nd readings | |
| Financial | Review format of monthly financial report Appoint Subcommittee: Finance | Year End Financial Review Prepare Auditor | Review audit report; make public after adoption | Review & File 990 | | | | | | Review accountant, secretarial services, attorney & auditor contracts | Approve contracts |
| Community | Appoint Subcommittee: Community Outreach | | | Community Outreach | | Advertise annual meeting | Annual public mtg. with district presentations | | | | Annual report to City |
| Board/Comm.. Memberships and Officers | | | | Board Orientation Conflict of Interest Forms | | | | | Determine upcoming vacancies; Discuss Desirable Skill Sets Recruit | Nominate Officers | Interview candidates, Approve Officers |
| Calendar | | | | Mandatory Joint meeting | | | Mandatory Joint meeting | | | | Set mtg. dates for 2011-12 |
| Policies/Procedures and Bylaws | Appoint Subcommittee: Governance and Bylaws (odd years) or Policies (even years) | | | Approve suggested changes to Bylaws and/or Policies and Procedures | Review Organizational Principals and Practices using the Colorado Nonprofit Association Checklist | Governance Report CAN Checklist to the Board | | | | | |

EDUCATION FUND BOARD AND COMMISSION LIST 2010-11

EDUCATION FUND BOARD

Conflict of
Term Exp. Interest Form

| | | | | |
|-----------------|--|-----------|--|------|
| Kristi Brown | | At-Large | | 2012 |
| Roger Good | | At-Large | | 2013 |
| Paige Boucher | | At-Large | | 2012 |
| Dean Massey | | Tech/Cap | | 2012 |
| Glen Airoidi | | Tech/Cap | | 2013 |
| | | At-Large | | 2013 |
| | | Ed Ex | | 2013 |
| | | Ed Ex | | 2013 |
| Teresa Wright | | At-large | | 2012 |
| Scott Berry | | At-Large | | 2012 |
| Ann Henderson | | At-Large | | 2012 |
| Laura Anderson | | Steamboat | | BOE |
| Denise Connelly | | Steamboat | | BOE |
| Vance Fulton | | Hayden | | BOE |
| Gena Hange | | SOROCO | | BOE |

COMBINED COMMISSION

Term Exp.

| | | | | |
|------------------|-------------|-----------|-----|------|
| Chad James | | Steamboat | T/C | 2012 |
| Dean Massey | | Steamboat | T.C | 2012 |
| Glen Airoidi | Chairperson | Steamboat | T/C | 2013 |
| CJ Berg | | Steamboat | T/C | 2012 |
| Jody Patten | | Steamboat | T/C | 2013 |
| Tammy Lake | | Steamboat | EE | 2012 |
| Kris Rowse | | Steamboat | EE | 2012 |
| Susie Amsden | | Steamboat | EE | 2012 |
| Valerie McCarthy | | Steamboat | EE | 2012 |
| Stuart Handloff | | Steamboat | EE | 2012 |
| Patrick Delaney | | Hayden | EE | 2011 |
| Karl Koehler | | Hayden | T/C | 2012 |
| Paul Barry | | SOROCO | T/C | 2012 |

Education Fund Board

Agenda Item Summary Form

Date: June 1, 2011

Item: Resolution 2011-001

Board Action: Action Item
 Discussion/Direction

Request or Issue:

The paperwork associated with the SSEF financial accounts needs to be updated to reflect the incoming officers as authorized signers.

Action Requested:

Adopt Resolution 2011-001 authorizing the incoming officers to be signers on all SSEF financial accounts and Linda Johnson to have access to SSEF financial account information.

Background Information:

Last year the Board adopted Resolution 2010-001 granting signatory authority to current officers of the SSEF and "information only" access to Linda Johnson. The SSEF attorney, Mike Holloran, has reviewed the Resolution 2011-001 and has no reservations about its adoption by the Board.

Supporting Documentation:

Resolution 2011-001

Resolution 2011-001

RESOLVED, that effective June 30, 2011 the following persons,

are hereby authorized to act and sign as signators on the following listed accounts of the Steamboat Springs Education Fund:

Wells Fargo Bank #6448005020

Yampa Valley Bank #000000001494

Mountain Valley Bank #207005850

Millenium Bank (customer number) #1383, account #16100

Colorado Trust Plus #CO-01-0514-8001

Such authorization shall be valid until further action by the Board of Directors.

RESOLVED, that Linda Johnson, CPA is hereby authorized to have access to the above-listed accounts on an "information only" basis in fulfilling her duties as the accountant for the Steamboat Springs Education Fund. Such authorization shall be valid until further action by the Board of Directors.

CERTIFICATION OF SECRETARY

I hereby certify that I am the Secretary for the Steamboat Springs Education Fund and the above Resolution was passed, adopted and approved by the Board of Directors of the Steamboat Springs Education Fund on June 1, 2011.

Secretary:

Don Schwartz

Resolution 2011-001

RESOLVED, that effective June 30, 2011 the following persons,

are hereby authorized to act and sign as signators on the following listed accounts of the Steamboat Springs Education Fund:

Wells Fargo Bank #6448005020

Yampa Valley Bank #000000001494

Mountain Valley Bank #207005850

Millenium Bank (customer number) #1383, account #16100

Colorado Trust Plus #CO-01-0514-8001

Such authorization shall be valid until further action by the Board of Directors.

RESOLVED, that Linda Johnson, CPA is hereby authorized to have access to the above-listed accounts on an "information only" basis in fulfilling her duties as the accountant for the Steamboat Springs Education Fund. Such authorization shall be valid until further action by the Board of Directors.

CERTIFICATION OF SECRETARY

I hereby certify that I am the Secretary for the Steamboat Springs Education Fund and the above Resolution was passed, adopted and approved by the Board of Directors of the Steamboat Springs Education Fund on June 1, 2011.

Secretary:

Don Schwartz

Education Fund Board

Agenda Item Summary Form

Date: June 1, 2011

Item: Approval of SSEF Logo

Board Action: Action Item
 Discussion/Direction

Request or Issue:

The SSEF has the option of adopting a logo to enhance professional correspondence and create a visibly recognizable brand in the community.

Action Requested:

Approve one of the logos proposed for the SSEF.

Background Information:

Julie Brownell is a teacher in the business department at SSSS. Her students were given the project of designing logos for the SSEF. Mrs. Brownell submitted logos that were created by students to the SSEF for consideration for adoption. Three of the logos are included for board consideration.

Supporting Documentation:

SSEF Logos

8/3/11

Steamboat Springs Education Fund Board
June 1, 2011; 5:30 PM
Human Resource Center Board Room

Education Fund Board directors present included Kristi Brown, Dean Massey, Mark Andersen, Teresa Wright, Roger Good, Jill Boyd, Susan MacCarthy, Don Schwartz, Paige Boucher, Scott Berry, Vance Fulton, Laura Anderson and Tim Corrigan (representing South Routt). Others present included Shalee Cunningham (SSBS Super.), Linda Johnson (EFB CPA) and Jack Weinstein (Steamboat Pilot). Denise Brazier, Ski Town Executive Service, recorded the meeting and prepared the minutes.

Call to Order:

Kristi Brown called the meeting to order at 5:29 pm.

Public Comment:

There was no public comment.

Commission Reports and Board Comments:

Jill reported Kris Rowe is interested in being EFB's liaison for Ed Ex and Tammy Lake will let us know for the August EFB meeting.

Kristi recognized outgoing EFB directors Mark Andersen, Jill Boyd, Don Schwartz and Sue MacCarthy as this is their last meeting and thanked them for their service. Shalee Cunningham, who will be leaving the district was also recognized and thanked for her past participation.

Financial Report – Linda Johnson:

As of May 27, 2011, total cash equals \$ 1,424,719.32. Grants written this month totaled \$ 106,930 and another was received today from Hayden. Most outstanding grants are from Steamboat Springs. Forecasted cash in the reserves at the end of the fiscal year is 582,856.23. Roger said Bondi has requested July 25th date for the audit. Linda is OK with the request.

Kristi reported administration expense is over budget by \$ 851.86 which needs to be approved to finish the fiscal year. *Paige made a motion and Jill seconded to approve an additional \$ 851.86 for administration expense to finish the fiscal year.*

Vote: ___10 Yes___ ___0 No___ The motion was approved unanimously.

Approval of Meeting Minutes from May 4, 2011:

Jill made a motion and Scott seconded to approve the minutes of May 4, 2011 as presented.

Vote: ___10 Yes___ ___0 No___ The motion passed unanimously.

2nd Reading Grant Writer – Tech/Cap Commission:

On behalf of tech/cap, Roger brings forward a request for the SSBS grant writer for 2nd reading on 2 conditions:

1. A management report is more clearly identified and...
2. More formal reporting on grants requested and awarded until a track record is established on a quarterly basis.

Education Fund Board Meeting

June 1, 2011

Page 1

Roger also requests a more formal discussion on who is writing the grants at a later date. *Roger made a motion and Sue seconded to approve 2nd reading for the grant writer based on the conditions as previously described.*

Vote: ___ 10 Yes ___ ___ 0 No ___ The motion passed unanimously.

Shalee the #1 and #2 candidate for the new grant writer declined the position. The interview process will start over.

Approval of Accounting Contract – Dean Massey

The new accounting contract is attached. The accounting fee is raised to a \$ 900 monthly flat fee and an hourly rate for unforeseen events. Preparation of the tax return and 990 is included in the fee. *Dean made a motion and Sue seconded to approve the new accounting contract as presented.*

Vote: ___ 10 Yes ___ ___ 0 No ___ The motion passed unanimously.

Approval to Revision to Policies & Procedures:

The revision is attached. Mark added Section 12 titled “Organizational Principles and Practices” relating governance and to use the checklist on the handout. A subcommittee will go through the checklist.

Also changed under 3.C. “The annual funding cycle for proposals and the granting of gifts is January to May. In the event of an exceptional need, an out of cycle request will be considered on an individual basis. *Roger made a motion and Don seconded to approve the revisions to the Policies & Procedures as presented.*

Vote: ___ 10 Yes ___ ___ 0 No ___ The motion passed unanimously.

Approval of Proposed 2011-2012 Calendar and Meeting Dates:

The proposed calendar and meeting dates are attached to the minutes. Bylaws will be changed in the fall. The calendar and meeting dates will be posted on the website. *Paige made a motion and Sue seconded to approve the proposed 2011-2012 calendar and meeting dates as presented.*

Vote: ___ 10 Yes ___ ___ 0 No ___ The motion passed unanimously.

Election of Officers for 2011-2012.

Two spaces for Ed Ex and one at-large member for EFB must be determined. *Teresa made a motion, and Jill seconded to re-elect Kristi Brown for President, Roger Good for Vice-President, Dean Massey for Treasurer and Paige Boucher for Secretary.*

Vote: ___ 10 Yes ___ ___ 0 No ___ The motion passed unanimously.

Terms begin on July 1st.

Approve Resolution 2011-001, Signatory Authority for incoming Officers:

Scott made a motion and Roger seconded to approve Resolution 2011-001 as presented.

Vote: ___ 10 Yes ___ ___ 0 No ___ The motion passed unanimously.

Approve SSEF Logo:

A class at SSCC designed logos for the EFB and Kristi passed around the samples. *Sue made a motion and Paige seconded to approve the apple with the bite taken out of the apple. Laura added to apply 3 leaves to the apple to tie in the three districts. Sue and Paige accept the friendly amendment.*

Vote: ___ 8 Yes ___ ___ 2 No (Mark, Don) ___ The motion passed.

Kristi will bring the design and invite the artist who drew it to the next meeting.

Education Fund Board Meeting

EFB Discussion

a. Core vs. Extra Programs

The commission discussed the difference between what requests are considered core and what is extra and believes the discussion will be ongoing. Comments from the directors include:

- The discussion has been a concern since day one. The expectation in the community is that the EFB is for small class size.
- Historically the requests were for extras but currently there are core programs the districts can no longer afford.
- Would be beneficial to know the district's budget first.
- The philosophy of the board is to be as student based as possible.

b. Commission Structure

Suggestions for the one-commission prepared by Paige Boucher are attached to the minutes. Comments from the EFB directors include:

- Requests have become more difficult to categorize.
- Funds becoming more difficult to split between the 2 commissions.
- Requests respond to the system.
- Adding Hayden and South Routt makes the process more complex.
- One commission could present everything on the table and on an even playing field.
- There may be fewer requests and districts may focus on 1 project.
- The amount of work for one commission would be challenging.
- An EFB director may be required to be a commission member prior to becoming a director.
- Block grants don't allow the community members to understand all the components and makes matching invoices more difficult and may lose accountability.
- Roger said "block grants" may be a problem with semantics, but the collaborative grants, save money.
- Doesn't want the commissions to be so dialed in so that the EFB is just rubber-stamping.
- Why have a separate commission and why not just have the EFB do it.
- Commissions are to provide public input. Requests come through an independent commission that reviews the request.
- One commission would simplify public participation.

EFB presented overwhelming support for one commission. Roger and Paige will form a subcommittee to address the 1 commission concept. Don and Jill will find a couple from Ed. Ex. to participate. The new structure has to be in place before the next budget cycle. Dean requested leaving room in the EFB for the passionate parents.

Other Business:

The annual report to the City will be on Aug. 2nd.

Adjourn:

The Education Fund Board meeting adjourned at 6:51 pm.